

**COVER LETTER**

HARRY S. TRUMAN PROJECT

RT. 2, BOX 29A

WARSAW, MISSOURI 65355

TO: \_\_\_\_\_ (completed by quoter)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

RE: Past Performance Questionnaire

Solicitation # W912DQ-04-T-0025

The U.S. Army Corps of Engineers is soliciting quotes for Park Custodian Services at Long Shoal Public Use Area, Harry S. Truman Lake near Warsaw, Missouri. We have requested offerors interested in submitting quotes for these services send this letter along with the enclosed questionnaire to three references for past and/or present contracts/performance relevant to the services required by this solicitation.

We request and appreciate your assistance in completing the questionnaire, so that we may evaluate the offerors past performance. Please provide any comments or additional information you deem relevant or important. **At no time during the evaluation process or after award will your comments be revealed to the offeror.**

Please complete and submit the questionnaire ASAP, mail, or fax to:

NAME: MARGIE SLAVENS, Rt. 2, Box 29A, Warsaw, MO 65355

E-MAIL ADDRESS: MARGIE.A.SLAVENS@NWK02.USACE.ARMY.MIL

TELEPHONE: (660) 438-7317, EXT. 1215

FAX NUMBER: (660) 438-7815

Thank you in advance for your assistance in making this a **Best Value Procurement**.

### **Past Performance Questionnaire**

RFQ#: W912DQ-04-T-0025 \_\_\_\_\_

Relationship to Quoter: \_\_\_\_\_

Description of Work Performed: \_\_\_\_\_

Quoter/Company Name: \_\_\_\_\_

Location of Service: \_\_\_\_\_ Dates: \_\_\_\_\_

Contract Number(s) If a federal government contract: \_\_\_\_\_

#### **1. Quality of Services:**

How would you rate the quality of the quoter's performance?

Excellent \_\_\_\_ Above Average \_\_\_\_ Average \_\_\_\_ Below Average \_\_\_\_ Unsatisfactory \_\_\_\_

Comment:

#### **2. Timeliness of Quoter's Performance:**

Was the quoter reliable and were contract/job requirements completed timely?

Excellent \_\_\_\_ Above Average \_\_\_\_ Average \_\_\_\_ Below Average \_\_\_\_ Unsatisfactory \_\_\_\_

Comment:

#### **3. Customer Satisfaction:**

How would you rate the quoter's performance in the area of conflict resolution and customer satisfaction?

Excellent \_\_\_\_ Above Average \_\_\_\_ Average \_\_\_\_ Below Average \_\_\_\_ Unsatisfactory \_\_\_\_

Give examples:

**4.** Would you hire the quoter again?

Yes \_\_\_\_ No \_\_\_\_

Comment:

YOUR NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_

STATE: \_\_\_\_\_

TELEPHONE (AREA CODE): \_\_\_\_\_

FAX: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_